

Position Description

Commission Approved 9/16/10

Class Title: Museum Clerk
Department: Museum
Date: September 1, 2010

Job Description:

Performs receptionist and customer service duties at the museum facility.

Supervision:

Works under the direction of the Museum Director. (*in the absence of a museum director reports to the Senior Museum Clerk)

Essential Duties and Responsibilities:

Meets the public and responds to inquiries about the museum, local history, and related questions.

Opens and closes the museum at established hours and on established days.

Handles cash from customers – admissions, sales, and related activities.

Maintains basic accounting records.

Catalogs exhibits.

Ongoing learns museum and exhibit histories and communicates this with visitors.

Performs basic housekeeping duties, watering plants, sweeping and other duties as required.

Follows all applicable City policies.

Desired Minimum Qualifications:

Graduation from High School or GED equivalent

Ability to communicate effectively, verbally and in writing.

Basic computer skills.

Ability to establish successful working relationships.

One year customer service experience.

Physical Demands:

While performing the duties of this job, the employee is required to walk, sit, talk and hear. At employee is required to walk between the four buildings repeatedly; use hands to finger, handle objects, tools or controls; reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is quiet to moderately noisy. The temperature at the museum varies according to the seasons. The employee must occasionally lift and/or move up to 25 pounds.

Selection Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and it is subject to change by the employer as the needs of the employer and requirements of the job change.